

DOCUMENT PREPARATION

Prior to logging into CM/ECF, the user should prepare the case or pleadings for filing. These are the basic steps in this process.

1. **Prepare the forms or pleadings** using either generic word processing software or specialty software. [See list of vendors of bankruptcy forms preparation software in the **Hardware and Software Requirements** section above].
2. **Convert the forms or pleadings to .pdf files.**
3. **Convert the mailing matrix to a text [.txt] file.**

These steps are explained in detail in the following pages.

Notes on Adobe Acrobat:

The following directions for converting documents prepared with **WordPerfect** or **Microsoft Word** assume that you have installed the full version of **Adobe Acrobat** on your computer. If you have only have **Adobe Reader** [which is available without charge and which allows you to open and read PDF documents] then these instructions are not applicable. If you do not have either Adobe Acrobat or some other program to convert text files to PDF, then your only option is to print the document and create an image with a scanner which has the capability of creating PDF images. If you do not purchase Adobe Acrobat then it is essential that you purchase a scanner with software taht allows you to save the image to a PDF format.

If you purchase **Adobe Acrobat** to use with **Word Perfect** or **Microsoft Word**, it is important to install and configure your software so that you have the printer options which are illustrated in the following procedure guide. We have instructions for installation so that you will have the option of selecting Acrobat PDF Writer and Acrobat Distiller from the menu of printer drivers on your printer menu. We recommend that you always select Acrobat PDF Writer for conversion of text documents to minimize file size.

See the CM/ECF web page which is part of the bankruptcy court web site at www.hib.uscourts.gov for instructions on installation of Adobe Acrobat to insure that you properly install Adobe PDF Writer on your menu of print drivers.